



Extended Studies

2012-2013 | Career Development Course Guide



**Turn your
thoughts and
ideas into action!**

Plan your year (and your career) today...

You can quote us: Extended Studies helps your business and your career!

Is there a new career in your future? Are you changing jobs? Or do you want to strengthen the skills you have? Whether you need new tools for the job you have today or marketable skills for a new career tomorrow, Extended Studies can help, with dozens of University-quality short courses and certificates taught by expert faculty. Register today and develop your skills in a wide range of topics for immediate, real-world application — to power your business, your career and your life.

How much time can you spend this year?

Earn university credentials to enhance your professional qualifications, strengthen your current position, move up the corporate ladder, open your options or guide you on a new career path. We'll help you do it on your terms:

One-Two days

Earn PHR/SPHR recertification credits in a number of courses, or hone management strategies and strengthen your résumé in such courses as **Tribal Leadership**, **Listening in the Workplace**, **Employee Relations**, **Delegating Effectively**, **Performance Management**, **Problem-Solving: Creating Solutions**, **Situational Leadership** and more.

Weekends

Gain marketable skills to expand your current position or prepare for another in the **Graphics Professional Series** or earn an educational credential to help you advance in one of the nation's fastest-growing fields with the **Paralegal Studies Certificate Program**.

Evenings

Reach higher levels of leadership excellence in the **Advanced Management Program**, learn about the latest green technologies in the **Energy Management Certificate**, revolutionize your marketing plan with the **Social Media Marketing Certificate**, gain skills to lead and manage any type of project in **Project Management Essentials Certificate** courses, prepare for national certification in the **PHR/SPHR Study Program**, or discover resources for professional and family caregivers in the **Caregiving Essentials Certificate**.

Weekdays

Experience an unparalleled educational opportunity in the **Excellence in Nonprofit Management Institute**, develop advanced HR strategies with industry experts in **Senior Manager in HR Professional Certificate** courses, or develop hands-on skills with **Business Computer Skills Series** courses.

Anytime, Anywhere

Develop strategies to accelerate sales results in the new 16-week **Online Professional Sales Certificate**, or earn a certificate online in as few as three months in our fast-track format in the online **LearnLaw Certificate**, **Project Management Certificate**, **Purchasing Management Certificate**, or **Six Sigma Green Belt** or **Black Belt Certificate**.

Class locations

Most classes are held at the University of Nevada, Reno, Continuing Education Building, 1041 N. Virginia St., or at the University's Redfield Campus, 18600 Wedge Parkway, Reno. For class locations and other course-specific information, visit our website.

Added value — lunch and parking

Your fee for most full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Fees for our courses held on the main University campus include permit parking; parking is free at Redfield Campus without a permit. Additional information about parking will be included in confirmation letters sent prior to class.

SAVE! Early-bird and other discounts available for many courses!

See our course catalog or call Extended Studies for information about discounts available for multiple registrations from the same organization, and for individuals registering at the same time for all the required courses for one multiple-course certificate program in Project Management, Human Resources Management or Supervisory Management. See course descriptions online or look inside for early-bird registration deadlines.

For more information, visit www.extendedstudies.unr.edu or call (775) 784-4046 or 1-800-233-8928.

The University of Nevada, Reno is an Equal Opportunity/Affirmative Action, ADA institution. A portion of program fees may be used to pay hosting expenses. Produced by Extended Studies Marketing, 8/12.

The word's out! Here's what our students are saying:

"...skills and knowledge in the latest trends. Don't be left behind!"

— Brooke Noel, Reno Events Center

"I cannot thank you enough. One of the best classes I've taken in years."

— Theresa Tacner, SPHR

"Extremely well organized and staffed."

— Janelle K. Thomas, Public Utility Commission of Nevada

"An excellent overview of the skills needed to manage an organization."

— William J. Brunson, The National Judicial College

The online Executive MBA from the College of Business, University of Nevada, Reno.

Your education. Upgraded.



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Extended Studies is the world's premiere provider of gaming management education, offering industry-specific training, general short courses, weeklong seminars and an annual international Executive Development Program. We can also bring our programs to your site. Email gaming@unr.edu.

www.gaming.unr.edu



Listed alphabetically under each heading, Extended Studies professional development courses may be taken independently and require no formal admission to the University.

Take courses individually, or build your own Management Certificate within these areas of study with:

- Five **Human Resources Management** or **Supervisory Management** core courses and five **Certificate Electives** to earn the 10-course Custom certificate.
- Three **Project Management Essentials** courses to earn the 45-hour PME certificate.
- Four **Social Media Marketing** courses to earn the 33-hour SMM certificate.
- Ten courses to earn the **Senior Manager in HR Professional Certificate** as an advanced option for HR professionals.
- Or complete a full certificate in one of our multiple-session **Certificate Programs** in **Nonprofit, Energy or Advanced Management, Caregiving, Paralegal Studies**, or the new **Online Professional Sales Certificate Program**.

HUMAN RESOURCES MANAGEMENT

Compensation and Benefits*

Nov. 9, 2012; Fri., 9 a.m.-4 p.m.
Sched. #: 2128CHR104 / \$195 / Instr.: Wheeler
March 8, 2013; Fri., 9 a.m.-4 p.m.
Sched. #: 2132CHR104 / \$195 / Instr.: Wheeler

Employee Relations*

Sept. 14, 2012; Fri., 9 a.m.-4 p.m.
Sched. #: 2128CHR102 / \$195 / Instr.: McNamara
Jan. 30, 2013; Wed., 9 a.m.-4 p.m.
Sched. #: 2132CHR102 / \$195 / Instr.: McNamara

Employment, Placement and Practices*

Oct. 25, 2012; Thurs., 9 a.m.-4 p.m.
Sched. #: 2128CHR101 / \$195 / Instr.: Jensen
April 18, 2013; Thurs., 9 a.m.-4 p.m.
Sched. #: 2132CHR101 / \$195 / Instr.: Jensen

Human Resources Training and Development*

Oct. 3, 2012; Wed., 9 a.m.-4 p.m.
Sched. #: 2128CHR103 / \$210 / Instr.: McNamara
Feb. 20, 2013; Wed., 9 a.m.-4 p.m.
Sched. #: 2132CHR103 / \$210 / Instr.: McNamara

Legal Aspects and Liability Issues for Employers*

Dec. 6-7, 2012; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2128CSM102 / \$325 / Instr.: Hall
May 9-10, 2013; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2132CSM102 / \$325 / Instr.: Hall

SUPERVISORY MANAGEMENT

Effective Communication Skills in the Workplace*

Nov. 1-2, 2012; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2128CSM101 / \$325 / Instr.: Zimmerman
March 21-22, 2013; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2132CSM101 / \$325 / Instr.: Harmon

Legal Aspects and Liability Issues for Employers*

Dec. 6-7, 2012; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2128CSM102 / \$325 / Instr.: Hall
May 9-10, 2013; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2132CSM102 / \$325 / Instr.: Hall

Managing and Supervising People*

Jan. 24-25, 2013; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2132CSM103 / \$325 / Instr.: Hernandez
June 6-7, 2013; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2135CSM103 / \$325 / Instr.: Hernandez

Performance Management*

Sept. 20-21, 2012; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2128CSM104 / \$325 / Instr.: Sanders
April 4-5, 2013; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2132CSM104 / \$325 / Instr.: Sanders

Strategies for Understanding Financial Statements*

Oct. 19, 2012; Fri., 9 a.m.-4 p.m.
Sched. #: 2128CSM105 / \$195 / Instr.: Kalt
Feb. 22, 2013; Fri., 9 a.m.-4 p.m.
Sched. #: 2132CSM105 / \$195 / Instr.: Kalt

Advanced Grantwriting

Oct. 2, 2012; Tues., 9 a.m.-4 p.m.
Sched. #: 2128CX185 / \$195 / Instr.: French

Business Writing for Results

Oct. 30-31, 2012; Tues.-Wed., 9 a.m.-noon
Sched. #: 2128CX132 / \$195 / Instr.: Brown
May 22-23, 2013; Wed.-Thurs., 9 a.m.-noon
Sched. #: 2132CX132 / \$195 / Instr.: Brown

Coaching Skills for Managers*

April 24 and May 1, 2013; Wed., 9 a.m.-noon
Sched. #: 2132CX237 / \$195 / Instr.: Prendergast

Conducting Successful Interviews*

Sept. 27, 2012; Thurs., 9 a.m.-4 p.m.
Sched. #: 2128CX106 / \$195 / Instr.: Jensen
March 28, 2013; Thurs., 9 a.m.-4 p.m.
Sched. #: 2132CX106 / \$195 / Instr.: Jensen

Critical Skills for Supervisors: Managing Today's Workforce*

March 7, 2013; Thurs., 9 a.m.-4 p.m.
Sched. #: 2132CX222 / \$195 / Instr.: Hernandez

De Bono's Six Thinking Hats*

Feb. 5, 2013; Tues., 9 a.m.-4 p.m.
Sched. #: 2132CX172 / \$400 / Instr.: Schultz

Delegating Efficiently and Effectively*

Nov. 28, 2012; Wed., 9 a.m.-4 p.m.
Sched. #: 2128CX225 / \$195 / Instr.: Frenkel

CUSTOM CERTIFICATE ELECTIVES

Effective Discipline and Documentation*

Jan. 22, 2013; Tues., 9 a.m.-4 p.m.
Sched. #: 2132CX111 / \$195 / Instr.: Jensen
June 11, 2013; Tues., 9 a.m.-4 p.m.
Sched. #: 2135CX111 / \$195 / Instr.: Jensen

Employee Orientations: From Design to Implementation*

May 14, 2013; Tues., 9 a.m.-4 p.m.
Sched. #: 2132CX108 / \$195 / Instr.: Jensen

Employee Retention Tactics that Work*

March 13, 2013; Wed., 9 a.m.-4 p.m.
Sched. #: 2132CX204 / \$195 / Instr.: McNamara

NEW! Facilitating the Perfect Meeting

July 11, 2013; Thurs., 8:30 a.m.-4 p.m.
Sched. #: 2132CX239 / \$210 / Instr.: Vassiliou

Introduction to Governmental Accounting

June 21, 2013; Fri., 9 a.m.-4 p.m.
Sched. #: 2135PD135 / \$195 / Instr.: Kalt

Listening in the Workplace*

Dec. 11, 2012; Tues., 9 a.m.-4 p.m.
Sched. #: 2128CX234 / \$195 / Instr.: Zimmerman

Lobbying and the Legislature*

Nov. 16, 2012; Fri., 9 a.m.-4 p.m.
Sched. #: 2128CX151 / \$195 / Instr.: McMullen

Planning and Implementing Employee Events and Recognition Programs*

April 3, 2013; Wed., 9 a.m.-4 p.m.
Sched. #: 2132CX212 / \$195 / Instr.: McNamara

Problem Solving: Creating Solutions*

Feb. 26, 2013; Tues., 9 a.m.-4 p.m.
Sched. #: 2132CX230 / \$195 / Instr.: Farmer
June 26, 2013; Wed., 9 a.m.-4 p.m.
Sched. #: 2135CX230 / \$195 / Instr.: Farmer

Public Sector Human Resources*

Sept. 18, 2012; Tues., 9 a.m.-4 p.m.
Sched. #: 2128CPM105 / \$195 / Instr.: Morin

Regulations and Documentation: How to Work Effectively with State Agencies*

Oct. 16, 2012; Tues., 9 a.m.-4 p.m.; and
Oct. 17, 2012; Wed., 9 a.m.-1 p.m.
Sched. #: 2128CX213 / \$250 / Instr.: Hernandez

Situational Leadership Skills

April 9, 2013; Tues., 9 a.m.-4 p.m.
Sched. #: 2132CX208 / \$195 / Instr.: Minarik

NEW! Spanish in the Workplace*

Sept. 26-Nov. 20, 2012; select Tues.-Wed., 5:30-7 p.m.
Sched. #: 2128CX238 / \$325 / Instr.: Schaerer

Talking till You're Blue? How to Handle Difficult Conversations*

April 26, 2013; Fri., 9 a.m.-4 p.m.
Sched. #: 2132CX228 / \$225 / Instr.: Harmon

Tribal Leadership*

Nov. 7 and 14, 2012; Wed., 6-9 p.m.

Sched. #: 2128LEAD124 / \$199 by Oct. 31; \$249 after Oct. 31
Instr.: Cornish**Working with the Problem Employee***

Nov. 14, 2012; Wed., 9 a.m.-4 p.m.

Sched. #: 2128CX128 / \$205 / Instr.: McNamara

May 30, 2013; Thurs., 9 a.m.-4 p.m.

Sched. #: 2132CX128 / \$205 / Instr.: McNamara

Workplace Violence: Don't Be Blindsided**(Formerly Strategies for Handling Workplace Violence)*

Feb. 14, 2013; Thurs., 9 a.m.-4 p.m.

Sched. #: 2132CX129 / \$195 / Instr.: Frenkel

*(Project Management Essentials courses, below, also may be applied as Certificate Electives.)***The Human Factor of Project Management****(Course an adjunct to Project Management Essentials core)*

Sept. 5-6, 2012; Wed.-Thurs., 5:30-8:30 p.m.

Sched. #: 2128CPML208 / \$199 by Aug. 24; \$249 after Aug. 24
Instr.: Ciccotti

Feb. 6-7, 2013; Wed.-Thurs., 5:30-8:30 p.m.

Sched. #: 2132CPML208 / \$199 by Jan. 23; \$249 after Jan. 23
Instr.: Ciccotti**Managing with MS Project®**

Dec. 4-6, 2012; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2128CPML202 / \$250 by Nov. 20; \$325 after Nov. 20
Instr.: Baryl

April 16-18, 2013; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2132CPML202 / \$250 by April 2; \$325 after April 2
Instr.: Baryl**Project Management: Beyond the Basics**

Oct. 9-18, 2012; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2128CPML107 / \$585 by Sept. 25; \$695 after Sept. 25
Instr.: Ball and Grundy

March 12-21, 2013; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2132CPML107 / \$585 by Feb. 26; \$695 after Feb. 26
Instr.: Ball and Grundy**Project Management Essentials***

Sept. 11-20, 2012; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2128CPML101 / \$585 by Aug. 28; \$695 after Aug. 28
Instr.: Ball

Feb. 19-28, 2013; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2132CPML101 / \$585 by Feb. 5; \$695 after Feb. 5
Instr.: Ball

* Courses marked with

asterisks have been

approved for six to 36

general or strategic credit

hours toward PHR, SPHR

or GPHR recertification through the HR Certification

Institute (HRCI). Others may be pending. Use of the

HRCI seal is not an endorsement by HRCI of program

quality. For more information, visit www.hrci.org.

SENIOR MANAGER IN HR

*(Prerequisites are required for each Senior Manager in HR Professional Certificate course. Please visit www.extendedstudies.unr.edu for details.)***Conducting an Effective Workplace Investigation***

Nov. 29-30, 2012; Thurs.-Fri., 9 a.m.-4 p.m.

Sched. #: 2128AHR101 / \$500 / Instr.: Rezac

July 18-19, 2013; Thurs.-Fri., 9 a.m.-4 p.m.

Sched. #: 2135AHR101 / \$500 / Instr.: Rezac

Developing a Total Rewards Package: Compensation and Benefits**(Formerly Principles of Total Rewards)*

Sept. 21, 2012; Fri., 9 a.m.-4 p.m.

Sched. #: 2128AHR105 / \$250 / Instr.: Wheeler

Aug. 16, 2013; Fri., 9 a.m.-4 p.m.

Sched. #: 2135AHR105 / \$250 / Instr.: Wheeler

Getting More from Your Compensation and Benefits Programs*

Sept. 20, 2012; Thurs., 9 a.m.-4 p.m.

Sched. #: 2128AHR106 / \$250 / Instr.: Wheeler

Aug. 15, 2013; Thurs., 9 a.m.-4 p.m.

Sched. #: 2135AHR106 / \$250 / Instr.: Wheeler

How to Work with Legal Counsel*

April 19, 2013; Fri., 9 a.m.-4 p.m.

Sched. #: 2132AHR109 / \$250 / Instr.: Rezac

Impacting and Influencing Organizational Strategy*

Feb. 8, 2013; Fri., 8:30 a.m.-4:30 p.m.; and

March 1, 2013; Fri., 9 a.m.-5 p.m.

Sched. #: 2132AHR110 / \$500 / Instr.: Vassiliou

Protecting Your Company's Future Through Succession Planning*

March 29, 2013; Fri., 9 a.m.-4 p.m.

Sched. #: 2132AHR111 / \$250 / Instr.: Frenkel

Remaining Sane While Leading Change*

Nov. 7, 2012; Wed., 9 a.m.-4 p.m.

Sched. #: 2128AHR108 / \$250 / Instr.: Schultz

The Rules Have Changed: Is Your HR Department in Compliance?*

Jan. 31, 2013; Thurs., 9 a.m.-4 p.m.

Sched. #: 2132AHR103 / \$250 / Instr.: Hall

Safety Issues for Human Resources: Recording and Reporting*

Oct. 18, 2012; Thurs., 9 a.m.-4 p.m.

Sched. #: 2128AHR104 / \$250 / Instr.: Graham

May 7, 2013; Tues., 9 a.m.-4 p.m.

Sched. #: 2132AHR104 / \$250 / Instr.: Graham

NEW! Social Media and HR: Developing an Action Plan to Minimize Risk*

Feb. 21, 2013; Thurs., 9 a.m.-4 p.m.

Sched. #: 2132AHR112 / \$250 / Instr.: Bruch and Felts

"Timely information every manager should know."

— Sylvia Smith, Western Title Company

SOCIAL MEDIA MARKETING

*Courses are scheduled in a suggested sequence each semester for those pursuing a full Social Media Marketing Certificate. Please visit www.extendedstudies.unr.edu for details.)***Advanced WordPress Blogs**

March 26-27, 2013; Tues.-Wed., 6-9 p.m.

Sched. #: 2132LEAD129 / \$199 by March 12; \$249 after March 12 / Instr.: Crabtree

Creating WordPress Blogs

Oct. 16-17, 2012; Tues.-Wed., 6-9 p.m.

Sched. #: 2128LEAD119 / \$199 by Oct. 2; \$249 after Oct. 2 / Instr.: Crabtree

March 13-14, 2013; Wed.-Thurs., 6-9 p.m.

Sched. #: 2132LEAD119 / \$199 by Feb. 27; \$249 after Feb. 27 / Instr.: Crabtree

NEW! Developing and Implementing an Email Marketing Strategy

Oct. 10-11, 2012; Wed.-Thurs., 6-9 p.m.

Sched. #: 2128LEAD133 / \$199 by Sept. 26; \$249 after Sept. 26 / Instr.: Ross

Inbound Marketing Analytics and Metrics

Dec. 4-6, 2012; Tues.-Thurs., 6-9 p.m.

Sched. #: 2128LEAD1162 / \$299 by Nov. 20; \$399 after Nov. 20 / Instr.: McDowell

May 7-9, 2013; Tues.-Thurs., 6-9 p.m.

Sched. #: 2132LEAD116 / \$299 by April 23; \$399 after April 23 / Instr.: McDowell

Inbound Marketing Principles and Practices

Oct. 30-Nov. 13, 2012; Tues., 6-9 p.m.

Sched. #: 2128LEAD203 / \$299 by Oct. 16; \$399 after Oct. 16 / Instr.: McDowell

April 9-23, 2013; Tues., 6-9 p.m.

Sched. #: 2132LEAD203 / \$299 by March 26; \$399 after March 26 / Instr.: McDowell

Introduction to Social Media: New and Social Media Marketing for Busy People

Sept. 18-Oct. 2, 2012; Tues., 6-9 p.m.

Sched. #: 2128LEAD103 / \$299 by Sept. 4; \$399 after Sept. 4 / Instr.: Felts

Feb. 5-19, 2013; Tues., 6-9 p.m.

Sched. #: 2132LEAD103 / \$299 by Jan. 22; \$399 after Jan. 22 / Instr.: Felts

Online Marketing Strategies for Small-Business Owners

April 3-4, 2013; Wed.-Thurs., 6-9 p.m.

Sched. #: 2132LEAD121 / \$199 by March 26; \$249 after March 26 / Instr.: Crabtree

NEW! Public Relations Strategies for Business in a Technological World

Nov. 14-15, 2012; Wed.-Thurs., 6-9 p.m.

Sched. #: 2128LEAD132 / \$199 by Oct. 31; \$249 after Oct. 31 / Instr.: Gaudlen

Social Media Tools

Sept. 11-13, 2012; Tues.-Thurs., 6-9 p.m.

Sched. #: 2128LEAD117 / \$299 by Aug. 28;
\$399 after Aug. 28 / Instr.: Welch

March 5-7, 2013; Tues.-Thurs., 6-9 p.m.

Sched. #: 2132LEAD117 / \$299 by Feb. 19;
\$399 after Feb. 19 / Instr.: Welch

Video for Social Media

Oct. 23-24, 2012; Tues.-Wed., 6-9 p.m.

Sched. #: 2128LEAD1232 / \$199 by Oct. 9;
\$249 after Oct. 9 / Instr.: Welch

NEW! Writing Effective Email Campaigns

(Expanded; formerly Introduction to Writing for Social Media)

Nov. 7-8, 2012; Wed.-Thurs., 6-9 p.m.

Sched. #: 2128LEAD125 / \$199 by Oct. 24;
\$249 after Oct. 24 / Instr.: Do

Advanced Management Program*

Feb. 6-May 8, 2013; select Tues.-Wed., 6-9 p.m.

Sched. #: 2132AMP101 / \$1,595 by Jan. 23; \$1,695 after Jan. 23
Instr.: UNR faculty

Caregiving Essentials Certificate

Sept. 26-Oct. 24, 2012; Wed., 3:30-6:30 p.m.;

Oct. 30-Dec. 11, 2012; Tues., 3:30-6:30 p.m.

Sched. #: 2128CEC101 / \$995 by Sept. 7; \$1,295 after Sept. 7
Instr.: Harris and other professionals in the field

Energy Management Certificate

Sept. 11-Nov. 13, 2012; Tues., 6-9 p.m.

Sched. #: 2128CEM101 / \$900 by Aug. 28; \$1,050 after Aug. 28
Instr.: Terrell

Excellence in Nonprofit Management Institute

April 22-26, 2013; Mon.-Thurs., 8 a.m.-5 p.m.;

Fri., 8 a.m.-3 p.m. / Sched. #: 2132CNP109 / \$900 by April 5;
\$1,100 after April 5 / Instr.: Nonprofit professionals

Paralegal Studies Certificate Program

Sept. 8-Dec. 2, 2012; select Sat. and Sun., 9 a.m.-5 p.m.

Sched. #: 2128PARA101 / \$1,995 by Aug. 31; \$2,195 after Aug. 31
Instr.: Bowman and Spoo

Feb. 2-April 14, 2013; select Sat. and Sun., 9 a.m.-5 p.m.

Sched. #: 2132PARA101 / \$1,995 by Jan. 23; \$2,195 after Jan. 23
Instr.: Bowman and Spoo

Professional in Human Resources (PHR/SPHR) Study Program

Sept. 10-Nov. 27, 2012; select Mon. and Tues., 4-7:30 p.m.
(3:30-7:30 p.m., Sept. 10 and 27)

Sched. #: 2128PHR101 / \$1,400 / Instr.: HR professionals

Feb. 12-April 30, 2013; select Mon. and Tues., 4-7:30 p.m.
(3:30-7:30 p.m., Feb. 12 and April 30)

Sched. #: 2132PHR101 / \$1,250 by Jan. 18; \$1,400 after Jan. 18
Instr.: HR professionals

NEW! ONLINE! Professional Sales Certificate

Sept. 30, 2012-Feb. 3, 2013; four online modules;
16 weekly sessions (no sessions Nov. 18-25; Dec. 23-30)

Sched. #: 2128SALE101 / \$395 by Sept. 14; \$495 after Sept. 14
Instr.: Christoffersen

Microsoft Access® Basics

Sept. 18 and 21, 2012; Tues. and Fri.,

8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH310 / \$200 / Instr.: Gage

Microsoft Access® Intermediate

Oct. 16 and 19, 2012; Tues, 8 a.m.-2 p.m.;
and Fri., 8 a.m.-4 p.m.

Sched. #: 2128TECH311 / \$200 / Instr.: Gage

Microsoft Excel® Advanced

Nov. 2, 2012; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH303 / \$100 / Instr.: Gage

Dec. 4, 2012; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH3032 / \$100 / Instr.: Gage

Microsoft Excel® Basics

Sept. 14, 2012; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH301 / \$100 / Instr.: Gage

Oct. 5, 2012; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH3012 / \$100 / Instr.: Gage

Nov. 6, 2012; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH3013 / \$100 / Instr.: Gage

Microsoft Excel® Intermediate

Oct. 12, 2012; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH302 / \$100 / Instr.: Gage

Nov. 27, 2012; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH3022 / \$100 / Instr.: Gage

Microsoft Outlook® Basics

Sept. 25, 2012; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH307 / \$100 / Instr.: Gage

Nov. 16, 2012; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH3072 / \$100 / Instr.: Gage

Microsoft PowerPoint® Basics

Sept. 28, 2012; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH308 / \$100 / Instr.: Gage

Nov. 13, 2012; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH3082 / \$100 / Instr.: Gage

Microsoft Word® Advanced

Oct. 30, 2012; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH306 / \$100 / Instr.: Gage

Microsoft Word® Basics

Sept. 11, 2012; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH304 / \$100 / Instr.: Gage

Oct. 2, 2012; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH3042 / \$100 / Instr.: Gage

Nov. 9, 2012; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH3043 / \$100 / Instr.: Gage

Microsoft Word® Intermediate

Oct. 9, 2012; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH305 / \$100 / Instr.: Gage

Nov. 30, 2012; Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH3052 / \$100 / Instr.: Gage

NEW! Quickbooks® for Small Business

Sept. 21-22, 2012; Fri.-Sat., 8:30 a.m.-3:30 p.m.

Sched. #: 2128TECH801 / \$325 / Instr.: Gibson

Register today! Extended Studies at the University of Nevada, Reno.

For details and registration, call
(775) 784-4062 or visit our website and
search by course number or title:

www.extendedstudies.unr.edu



NEW! Adobe Lightroom®

Oct. 27 and Nov. 3, 2012; Sat., 9 a.m.-1 p.m.

Sched. #: 2128TECH981 / \$150 / Instr.: Welch

Beginning Illustrator®

Nov. 6-15, 2012; Tues.-Thurs., 6-9 p.m.

Sched. #: 2128TECH957 / \$349 / Instr.: Welch

Beginning InDesign®

Sept. 18-27, 2012; Tues.-Thurs., 6-9 p.m.

Sched. #: 2128TECH965 / \$349 / Instr.: Welch

Beginning Photoshop®

Oct. 16-25, 2012; Tues.-Thurs., 6-9 p.m.

Sched. #: 2128TECH951 / \$349 / Instr.: Welch

Photoshop® Elements Basics

Oct. 13 and 20, 2012; Sat., 9 a.m.-1 p.m.

Sched. #: 2128TECH943 / \$99 / Instr.: Welch

Using Your Digital SLR Camera

Sept. 15 and 22, 2012; Sat., 9 a.m.-1 p.m.

Sched. #: 2128TECH913 / \$99 / Instr.: Welch

Using Your Digital SLR Camera: Advanced

Nov. 10 and 17, 2012; Sat., 9 a.m.-1 p.m.

Sched. #: 2128TECH914 / \$99 / Instr.: Welch

**"Taught by true professionals
with outstanding credentials
and experience."**

—Ken Hewson, Cashman Equipment Company

Executive Development Program

Oct. 8-16, 2012; daily times vary

Sched. #: 2128GM901 / \$5,800 by Aug. 31

Management of Table Games Operations

Nov. 5-9, 2012; daily times vary

Sched. #: 2128GM201 / \$2,500



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Professional Development 2012-2013 | Course Schedule at a Glance

The following courses may be taken independently and require no formal admission to the University. For registration and information about Extended Studies courses and programs, visit www.extendedstudies.unr.edu and search by course title, or call (775) 784-4062 or 1-800-233-8928.

September 2012

- 5-6 The Human Factor of Project Management *
- 8 Paralegal Studies Certificate begins (16 sessions)
- 10 PHR/SPHR Study Program begins (11 sessions)
- 11 Energy Management Certificate begins (10 sessions)
- 11 Microsoft Word Basics
- 11 Project Management Essentials begins (6 sessions)
- 11-13 Social Media Tools: Foundations for Inbound Marketing
- 14 Employee Relations*
- 14 Microsoft Excel Basics
- 15 Using a Digital SLR Camera begins (2 sessions)
- 18 Beginning InDesign begins (6 sessions)
- 18 Microsoft Access Basics begins (2 sessions)
- 18 New and Social Media for Busy People begins (3 sessions)
- 18 Public Sector Human Resources*
- 20 Getting More from Compensation and Benefits Programs*
- 20-21 Performance Management*
- 21 Developing Total Rewards: Compensation and Benefits*
- 21-22 QuickBooks for Small Business
- 25 Microsoft Outlook Basics
- 26 Caregiving Essentials Certificate begins (12 sessions)
- 26 Spanish in the Workplace* begins (8 sessions)
- 27 Conducting Successful Interviews*
- 28 Microsoft PowerPoint Basics
- 30 Online Professional Sales Certificate begins (16 sessions)

October 2012

- 2 Advanced Grantwriting
- 2 Microsoft Word® Basics
- 3 Human Resources Training and Development*
- 5 Microsoft Excel® Basics
- 8-16 Executive Development Program in Gaming
- 9 Microsoft Word® Intermediate
- 9 Project Management: Beyond the Basics begins (6 sessions)
- 10-11 Developing and Implementing Email Marketing Strategy
- 12 Microsoft Excel® Intermediate
- 13 Photoshop® Elements Basics begins (2 sessions)
- 16 Beginning Photoshop® begins (6 sessions)
- 16-17 Creating WordPress Blogs
- 16 Microsoft Access® Intermediate begins (2 sessions)
- 16-17 Regulations and Documentation: How to Work Effectively with State Agencies*
- 18 Safety Issues for HR: Recording and Reporting*
- 19 Strategies for Understanding Financial Statements*
- 23-24 Video for Social Media
- 25 Employment, Placement and Practices*
- 27 Adobe Lightroom® begins (2 sessions)
- 30-31 Business Writing for Results
- 30 Inbound Marketing Principles/Practices begins (3 sessions)
- 30 Microsoft Word® Advanced

November 2012

- 1-2 Effective Communication Skills in the Workplace*
- 2 Microsoft Excel® Advanced
- 5-9 Management of Table Games Operations
- 6 Beginning Illustrator® begins (6 sessions)
- 6 Microsoft Excel® Basics
- 7 Remaining Sane While Leading Change*
- 7 Tribal Leadership* begins (2 sessions)
- 7-8 Writing Effective Email Campaigns
- 9 Compensation and Benefits*
- 9 Microsoft Word® Basics
- 10 Using Your Digital SLR Camera: Advanced begins (2 sessions)
- 13 Microsoft PowerPoint® Basics
- 14-15 PR Strategies for Business in a Technological World
- 14 Working with the Problem Employee*
- 16 Lobbying and the Legislature*
- 16 Microsoft Outlook® Basics
- 27 Microsoft Excel® Intermediate
- 28 Delegating Efficiently and Effectively*
- 29-30 Conducting an Effective Workplace Investigation*
- 30 Microsoft Word® Intermediate

December 2012

- 4-6 Inbound Marketing Analytics and Metrics
- 4-6 Managing with MS Project®
- 4 Microsoft Excel® Advanced
- 6-7 Legal Aspects and Liability Issues for Employers*
- 11 Listening in the Workplace*

January 2013

- 22 Effective Discipline and Documentation*
- 24-25 Managing and Supervising People*
- 30 Employee Relations*
- 31 The Rules Have Changed: Is Your HR Department in Compliance?*

February 2013

- 2 Paralegal Studies Certificate begins (16 sessions)
- 5 De Bono's Six Thinking Hats®
- 5 New and Social Media Marketing for Busy People begins (3 sessions)
- 6 Advanced Management Program* begins (13 sessions)
- 6-7 The Human Factor of Project Management*
- 8 Impacting and Influencing Organizational Strategy* begins (2 sessions)
- 12 PHR/SPHR Study Program begins (11 sessions)
- 14 Workplace Violence: Don't Be Blindsided*
- 19 Project Management Essentials* begins (6 sessions)
- 20 Human Resources Training and Development*
- 21 Social Media and HR: Developing an Action Plan to Minimize Risk*
- 22 Strategies for Understanding Financial Statements*
- 26 Problem Solving: Creating Solutions*

March 2013

- 5-7 Social Media Tools
- 7 Critical Skills for Supervisors: Managing Today's Workforce*
- 8 Compensation and Benefits*
- 12 Project Management: Beyond the Basics begins (6 sessions)
- 13-14 Creating WordPress Blogs
- 13 Employee Retention Tactics that Work*
- 21-22 Effective Communication Skills in the Workplace*
- 26-27 Advanced WordPress Blogs
- 28 Conducting Successful Interviews*
- 29 Protecting Your Company's Future Through Succession Planning*

April 2013

- 3-4 Online Marketing Strategies for Small-Business Owners
- 3 Planning and Implementing Employee Events and Recognition Programs*
- 4-5 Performance Management*
- 9 Inbound Marketing Principles/Practices begins (3 sessions)
- 9 Situational Leadership Skills
- 16-18 Managing with MS Project®
- 18 Employment, Placement and Practices*
- 19 How to Work with Legal Counsel*
- 22-26 Excellence in Nonprofit Management Institute
- 24 Coaching Skills for Managers* begins (2 sessions)
- 26 Talking till You're Blue? How to Handle Difficult Conversations*

May 2013

- 7-9 Inbound Marketing Analytics and Metrics
- 7 Safety Issues for HR: Recording and Reporting*
- 9-10 Legal Aspects and Liability Issues for Employers*
- 14 Employee Orientations: From Design to Implementation*
- 22-23 Business Writing for Results
- 30 Working with the Problem Employee*

June 2013

- 6-7 Managing and Supervising People*
- 11 Effective Discipline and Documentation*
- 21 Introduction to Governmental Accounting
- 26 Problem Solving: Creating Solutions*

July 2013

- 11 Facilitating the Perfect Meeting*
- 18-19 Conducting an Effective Workplace Investigation*

August 2013

- 15 Getting More from Compensation/Benefits Programs*
- 16 Developing Total Rewards: Compensation & Benefits*

* Courses marked with asterisks have been approved for six to 36 general or strategic credit hours toward PHR, SPHR or GPHR recertification through the HR Certification Institute (HRCI). Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information, visit www.hrci.org.

